

SacCT Grade Center

Dropping Scores

HOW TO GUIDE

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

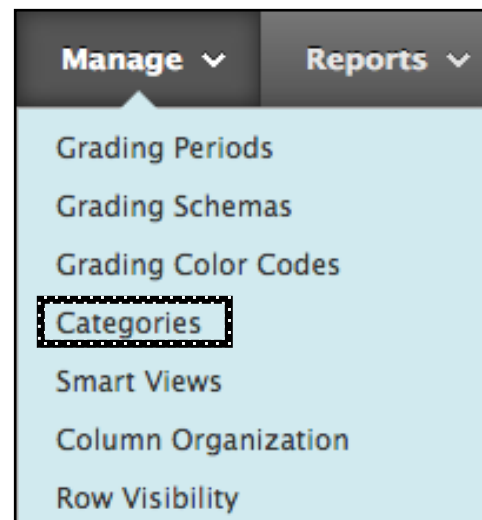
DROPPING THE LOWEST GRADE

This guide will show you the steps on how to drop the lowest grade from a category of items. For example, these steps can be used to drop the lowest score from all of the quizzes taken in a course. In order to do this, **Categories** and a **Calculated Column** must be created.

CREATE A CATEGORY

The first steps in dropping a score from a set of items are to create a category, and then to add column(s) to that category.

- step 1.* [Login](http://online.csus.edu/) to SacCT (<http://online.csus.edu/>).
- step 2.* Access your course from the My SacCT Courses list.
- step 3.* From the Control Panel menu, click **Grade Center**.
- step 4.* Click **Full Grade Center**.
- step 5.* Hover over **Manage**.
- step 6.* Click **Categories**.
- step 7.* Click **Create Category**.



Categories

A Grade Center Category is a classification of Grade Center Columns. Categories are used to organize Calculated Columns to perform operations on all Grade Columns in a Category. The Grade Center has Journal, SafeAssignment, Self and Peer, Survey, and Test that cannot be removed or edited. [More F...](#)

Create Category

| <input type="checkbox"/> | Title ▲ | Description | Columns |
|--------------------------|------------|-------------|--|
| | Assignment | | Sample Assignment,Response Paper #1,Response Paper #2,Term quiz,Response Paper 1,Respiration Review,ATCS Assignment,Sample |
| | BBC | | Archive of Sample Meeting [2012-12-04 13:54:44 -0800 - 2013-01-17 09:55:16 -0800 - 2013-01-17 10:55:16 -0800] |
| | Blog | | Indiv Blog,Social Media: Its Role in Your Education |
| | Discussion | | WK1-Net Neutrality,Term Paper Topics,Project Reviews,Week 1 (Sample Gradeable Threads) |

Sample categories

step 8. Under **Category Information**, type in a name; for example, “Quizzes.”

step 9. Click on **Submit**.

step 10. Navigate back to the **Full Grade Center**.

step 11. To add an existing grade center column to a category, locate the column. If you are creating a new column, proceed to step 13.

step 12. Click the gray downward arrow next to its title.

step 13. Click **Edit Column Information**.

| | | |
|----------------------|-----------------------|---|
| Primary Display | Score ▼ | Grades must be entered using the selected format. Grades display in this format in both the Grade Center and My Grades. |
| Secondary Display | None ▼ | This display option is shown in the Grade Center only. |
| Score attempts using | Last Graded Attempt ▼ | |
| Category | Assignment ▼ | |
| * Points Possible | 10 | |

Select a category.

step 14. Under Column Information, locate the **Category** section.

step 15. Select a category from the dropdown menu.

step 16. Click **Submit** to save your changes.

To add multiple columns into a category, follow these steps:

To quickly place several columns in the same category, access the Column Organization page.

step 1. From the Full Grade Center, hover over **Manage**.

step 2. Click **Column Organization**. On the Column Organization page, all grade center columns will be displayed, whether they are currently shown or hidden. There are also options to show or hide columns and to change categories and grading periods.

step 3. Select the checkboxes next to the columns that will be added to the category.

| | | | | | | |
|-------------------------------------|---|-------------------------|----------------------------|--------------|--------------|-----|
| <input type="checkbox"/> | New assignment | Not in a Grading Period | Assignment | None | None | 45 |
| <input type="checkbox"/> | Midterm Paper (External Grade) | Not in a Grading Period | Assignment | None | None | 50 |
| <input checked="" type="checkbox"/> | Turnitin Direct Assignment: Rough Draft | Not in a Grading Period | Turnitin Direct Assignment | Dec 22, 2015 | Dec 21, 2015 | 100 |
| <input checked="" type="checkbox"/> | Essay | Not in a Grading Period | Turnitin Direct Assignment | Dec 23, 2015 | Dec 22, 2015 | 100 |

← Show/Hide ▾ Change Category to... ▾ Change Grading Period to... ▾

*Click **Submit** to proceed. Click **Cancel** to go back.*

Cancel **Submit**

step 4. Hover over the **Change Category to...** button located at both the top and the bottom of the page.

step 5. Select the category.

step 6. Click **Submit**.

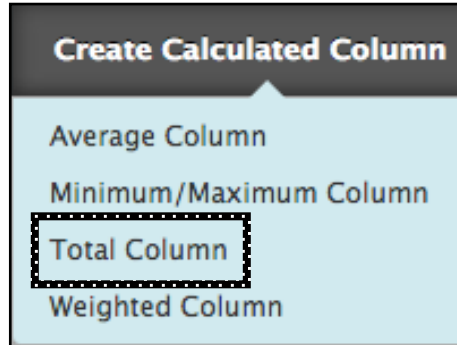
CREATING A CALCULATED COLUMN

After creating Categories, the next step in dropping the lowest score is to create a Calculated Column.

step 1. Refer to **steps 1-4** above on how to login to SacCT and access the Full Grade Center.

step 2. From the Full Grade Center, hover over the **Create Calculated Column** button located at the top of the page.

step 3. Click **Total Column**. Optionally, you may select Weighted Column.

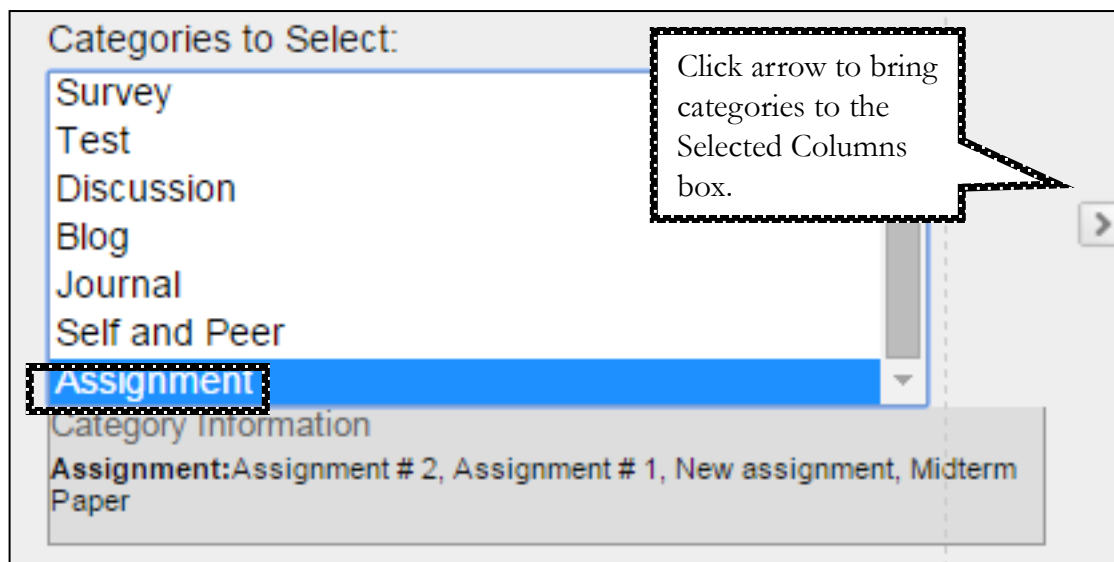


step 4. Under Item 1, **Column Information**, type in a name for **Column Name**. For example, "Total Quizzes."

step 5. Select a **Primary Display**. The most commonly used ones are Score, Letter and Percentage. You have the option to choose a secondary display and this is only for instructors to see.

step 6. Under Item 3, **Select Columns**, select **Selected Columns and Categories**.

step 8. Select the categories you would like to include. Then, click the **right arrow** to bring them to the Selected Columns box.



step 9. From the Selected Columns box, select **Drop Grades** and enter a value for Drop [value] Lowest Grades. For example, if you want to drop one grade, enter “1”.

Selected Columns:

Category: Assignment ✕

Drop Grades OR Use only the
Drop Highest Lowest Value to
Grades Calculate
 Highest Value to
Drop Lowest Calculate
Grades

Enter a value.

step 10. Select either Yes or No to **Calculate as Running Total**.

step 11. Under Item 4, **Options**, make your selections. However, it is recommended to keep the default options as is.

step 12. Once you are finished, click **Submit**.